

The University of West Florida, located in Pensacola, Florida, seeks applications for one full- time position as either a Grant Accountant or a Senior Grant Accountant, based on the qualifications of the selected candidate.

Job Summary:

Grant Accountant: The accountant is responsible for establishing, maintaining and closing contracts and grants in the University accounting system, including grant matching funds required by 2 CFR 200 and assisting with the testing and implementation of the Banner Financial System updates as required.

Senior Grant Accountant: Manages post-award accounting activities of grants and contracts within one or more academic and research units (i.e., school, department, division, institute, or center) and provides data analytics of grant activities in accordance with federal, state, and pertinent UWF policies. These activities include review, reconciliation, projection, and revision of award finances, preparation of performance and financial reports in collaboration with principal investigators, and completion of award closeouts. The position requires excellent oral and written communication skills and an understanding of customer service, work quality, continuous improvement, and professionalism. The ideal candidate is expected to effectively collaborate with diverse constituencies, including students, faculty members, university administrators, and staff members of the UWF community. Assurance of compliance with federal, state, and university standards, as well as the ability to use electronic tools and computer software in managing the progress of grant execution and controlling grant finance, are essential. Specific responsibilities include:

- (1) Communicates award information to principal investigators (PIs), co-PIs, and relevant staff members.
- (2) Perform regular budget reviews and budget revisions, including coordination with program personnel and relevant individuals to make adjustments to payroll for all budgeted positions and management of cost-sharing structures.
- (3) Facilitate reporting activities and compliance timelines through the lifecycle of the grant or contract.
- (4) Completes required financial reports and coordinates with the PIs on the associated performance reports for submission to the sponsor.
- (5) Ensures compliance with agency and University regulations regarding sponsored programs expenditures, reporting and requests.
- (6) Coordinates and submits requests for no-cost extension, fund carryover and rebudgeting, changes in scope of work and other changes of the awarded projects.
- (7) Invoices the sponsors and facilitates the approval of invoices to pay subcontractors.
- (8) Reviews and reports time & effort contributions of project personnel.
- (9) Closes out all funded projects consistent with university processes and timelines.
- (10) Performs grant-related responsibilities as required and/or assigned by RAE leadership.

Minimum Qualifications:

Grant Accountant: A bachelor's degree in an appropriate area of specialization; or a high school diploma and four years of appropriate experience. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience.

Senior Grant Accountant: A bachelor's degree in an appropriate area of specialization and three years of appropriate experience. Appropriate college coursework may substitute at an equivalent rate for the required experience.

Posting Qualifications:

Grant Accountant: Extensive knowledge of accounting principles. Thorough knowledge and understanding of University policies and procedures. Thorough knowledge of complex federal and state

rules, laws, regulations governing sponsored research administration (including but not limited to 2 CFR 200). Knowledge of statistical principles and analysis. Thorough knowledge and application of various and specific computer programs including but not limited to Microsoft Office applications, Adobe Acrobat and SCT Banner, Document Imaging (BDMS).

Senior Grant Accountant: Knowledge of accounting principles and understanding of the policies and procedures in publicly funded higher education institutions. Ability to acquire knowledge of federal and state rules, laws, and regulations governing sponsored research administration (including but not limited to 2 CFR Part 200). Ability to apply statistical principles for data analytics. Well-versed with modern computational and software tools, including but not limited to Microsoft Office Suite, Google Suite, PDF document management and SCT Banner, networking, and workflow packages.

Preferred Qualifications:

Grant Accountant: A master's degree and 1 Year experience with accounting software program.

Senior Grant Accountant: A master's degree and on track to obtain CPA certification, or a Certified Research Administrator (CRA).

Salary: Grant Accountant: \$46,145-\$55,374; Senior Grant Accountant: \$59,849-\$65,834

For more information about this position, please look for position number 113180 on careers.uwf.edu. The last day to submit applications is August 3, 2025.

This position allows eligible veterans and their spouses to claim Veterans' Preference pursuant to Section 295.07, F.S.; applicants claiming preference are responsible for providing required documentation on or before the posting deadline date as such documentation is required for eligibility determination. Supporting documentation, in addition to the DD214, may be required based on eligibility criteria. For information on obtaining a DD214, visit <http://www.archives.gov/veterans/military-service-records/> or call 1-866-272-6272.

Candidates must apply online through the University of West Florida website: <https://careers.uwf.edu>. Applicants are required to attach a resume, cover letter, and contact information for three references. *References will be contacted upon submission of this application. An opportunity to upload these documents will be provided during the application process. For assistance, please contact Human Resources at 850-474-2694 or email jobs@uwf.edu.

The University of West Florida is an Equal Opportunity/Access/Disabled/Veteran employer. Any individual requiring special accommodation to apply is requested to advise UWF by contacting UWF Human Resources at 850.474.2694 (voice) or 850.857.6158 (TTY). A criminal background check is required for successful candidates. E-Verify is required for employment. All applications for employment at the University are subject to the Florida public records.